

Workstation Evaluation

FOOTREST/CHAIR HEIGHT

If you cannot adjust your chair so that your thighs are parallel to the floor AND your feet rest flat on the floor, you may need to use a footrest. If your chair is too high, you should lower it.

(Refer to How to Setup Your VDT for more details)

KEYBOARD ADJUSTMENT

Adjust the height and angle of your keyboard to help keep your wrists straight and in a neutral posture while keying.

(Refer to How to Setup Your VDT for more details)

KEYING STROKES

You should avoid excessive force and use a "gentle" touch while keying.

(Refer to VDTs and Your Health for more details)

MOUSE USE

You should position the mouse as close as possible to the keyboard and keep your forearm supported with your elbow bent in order to avoid fatigue in your shoulder muscles. You should also keep the area around the mouse free of clutter to use it comfortably.

(Refer to How to Setup Your VDT for more details)

MONITOR DISTANCE

You should position your monitor 18 - 24 inches, directly in front of you, to provide comfortable viewing. This is approximately an arms' reach away.

(Refer to How to Setup Your VDT for more details)

MONITOR HEIGHT ADJUSTMENT

You should adjust the height of your monitor so that the top of your screen is just slightly below your eye level. Adjust your monitor height only AFTER you have properly adjusted your chair and keyboard heights.

(Refer to How to Setup Your VDT for more details)

GLARE CONTROL

To reduce glare, you should position your monitor perpendicular to any light sources that may cause reflections. If you can't eliminate the glare, your last resort may be to try using an anti-glare filter.

(Refer to How to Setup Your VDT for more details)

MONITOR CONTROL ADJUSTMENTS

The controls for brightness and contrast can be located either on the front, back or sides of your monitor.

These controls should be adjusted periodically throughout the day, as light levels change, to give you crisp and clear character resolution.

(Refer to How to Setup Your VDT for more details)

CLEANING YOUR MONITOR SCREEN

You should keep your monitor screen clean of dust and fingerprints to help reduce eye fatigue. Turn off the power then, using a soft cloth, very gently wipe your screen clean. You should follow the manufacturers' recommendations for cleaning your screen.

(Refer to How to Setup Your VDT for more details)

TASK LIGHT

A task light (desk lamp) helps to illuminate your work materials. Be careful to position your light to avoid producing glare on your monitor screen.
(Refer to How to Setup Your VDT for more details)

PERIODIC EYE EXAMINATION

If you are having any difficulties with your vision, you should get an eye exam. Even if you are not having vision problems, a periodic eye examination is recommended. Tell your eye care provider that you use a VDT and the distances you view your monitor and document holder.
(Refer to VDTs and Your Health for more details)

REST BREAKS/VARYING TASKS

Many physical discomforts are caused by prolonged VDT use. You can relieve many common discomforts by making sure that you take a break or vary your tasks from VDT work. If you have any persistent health problems, you should consult your health care provider.
(Refer to VDTs and Your Health for more details)

MONITOR PLACEMENT

You should place your monitor so there are no contrasting objects in your field of vision. These objects can be, uncovered windows, brightly painted walls and bright light sources.
(Refer to How to Setup Your VDT for more details)

WORK MATERIALS PLACEMENT

You should place all work materials within easy reach and so as to not clutter your desktop.
(Refer to How to Setup Your VDT for more details)

SEAT PAN and CUSHIONING

Your VDT chair should have a slightly rounded edge on the lip to allow you to sit comfortably. The cushioning should be soft enough to provide comfort and firm enough to provide support.
(Refer to How to Setup Your VDT for more details)

VDT CHAIR ADJUSTMENT

The chair you use for your VDT work should be adjusted to fit your particular needs. Please see the VDT Chair section in "How to Setup Your VDT" for details on adjusting your chair.

AVOID SHARP EDGES

If your desk top has sharp edges (ie. edges that are not rounded or padded), you should avoid resting your hands and arms on these edges. Also, jewelry worn on the wrist could be another source of sharp edges and should be avoided. You can use a padded wrist rest to help you avoid sharp edges.
(Refer to VDTs and Your Health for more details)

VARY YOUR TASKS

You should vary your tasks to help you recover from highly repetitive efforts such as keying.
(Refer to VDTs and Your Health for more details)

KEYBOARD/CHAIR HEIGHT ADJUSTMENT

If your keyboard is at a fixed height (ie. on top of a desk), you should adjust your chair height to allow you to keep your forearms parallel to the floor and your wrists in a neutral posture when using your keyboard. If you have an adjustable height keyboard tray, you should adjust the keyboard height so you can type with your wrists in a neutral (straight) posture.
(Refer to How to Setup Your VDT for more details)